

Meeting Minutes

Date & Time: 9 September 2009, 09:30 AM

Meeting # **01**

Prepared By: Steve Webster

Project: 0828 Gleason Public Library

Location: Gleason Library

Attended	Distribution	PREPARER'S NOTE: TO INSERT MORE ROWS, CLICK JUST TO THE OUTSIDE LEFT OF THE ROW, COPY AND PASTE (CTRL-C, CTRL-V).			
		Name	Affiliation	Email	Abbr.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Steven Webster	Lerner Ladds + Bartels	SWebster@llbarchitects.com	LLB
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Luther	Carlisle – Building Inspector	JLuther@carlisle.mec.edu	TOC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Sullivan	Carlisle - Police Chief	jsullivan@carlislepolice.com	TOC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	David Flannery	Carlisle – Fire Chief	Chief@carlislefdma.org	TOC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Charlene Hinton	Carlisle – Town Clerk	chinton@carlisle.mec.edu	TOC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Hult	Carlisle – Board Chair of Selectmen	timhult@aol.com	TOC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Madonna McKenzie	Carlisle – Town Administrator	mmckenzie@carlisle.mec.edu	TOC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Richard Lucht	Consigli Construction	RLucht@consigli.com	GC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mathew Consigli	Consigli Construction	MConsigli@consigli.com	GC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Elizabeth Barnett	Building Committee	ebarnett@carlisle.mec.edu	BRIC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Morati	Building Committee	ajinnamorati@comcast.net	BRIC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	River	Building Committee	Slsriver5@aol.com	BRIC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hilton	Building Committee	rchilton@tiac.net	BRIC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nemmer	Building Committee	nemmer@lwda.com	BRIC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bob Koning	Building Committee	bob@rskoning.com	BRIC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mark Ellis	Director's Project Liaison	mark@elliscd.com	DPL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shelagh Tomaino	Director's Project Liaison Assistant	STomaino@mvlc.org	DPL

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Martha Patten	Library Head of Reference	MPatten@mvlc.org	GL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Angela Mollet	Library Director	AMollet@mvlc.org	GL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Marty Seneta	Library Assistant Director	MSeneta@mvlc.org	GL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Linda Dodge	Library Circulation Head	LDodge@mvlc.org	GL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Larissa Shyhan	Gleason Trustee	Larissa@stanfordalumni.org	GT
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ann Rosas	Gleason Trustee	anngrosas@mvlc.org	GT
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Priscilla Stevens	Gleason Trustee	pnjstevens@aol.com	GT

Current Date of Substantial Completion	January 10, 2010
Emergency Contact Information	

Current Activity	Future Activity
	Staging beginning end of week
	Combo trailer/storage on site next week
	Site super on site next week

Item	Date	Discussion	Action
CLOSED Business (remains on Meeting Minutes for 2 meetings after closing, refer to previous MM for documentation)			
Current Business			
1.01	9/09/2009	Weekly meeting schedule – Thursday @ 11:00 am every week - CLOSED	CLOSED
1.02	9/09/2009	LLB to provide GC with stamped drawings, project specifications and design affidavits – (post meeting note - items sent 09/15/2009) - CLOSED	CLOSED
1.03	9/09/2009	Submittals – submittals may be submitted via email when possible - CLOSED	CLOSED
1.04	9/09/2009	Submittals – submittals may be submitted via email when possible - CLOSED	CLOSED
1.05	9/09/2009	Work hours – Typical M-F 7:00am to 3:30 pm, Saturday work hours start at 8:00 am - CLOSED	CLOSED
1.06	9/09/2009	Pipe Staging – certified pipe staging sub-contractor to install all pipe staging - CLOSED	CLOSED
1.07	9/09/2009	Construction fence – GC to lock construction fence each night and provide plywood at perimeter of lower level of staging and lockable door to secure from entry during off hours - CLOSED	CLOSED
1.08	9/09/2009	Site super – Bob Bissanti - CLOSED	CLOSED

Item	Date	Discussion	Action
New Business			

The next meeting will be held on September 17, 2009 @ 11:00am.

These minutes are written to the best recollection of the author. Please notify the preparer within 7 days of any errors or omissions to these minutes.

cc:

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